CENSUS DEPARTMENT.

(All Census correspondence should be treated as '*Urgent.*')

OFFICE OF THE CENSUS SUPERINTENDENT IN MYSORE.

Circular No. 30—*Census* 1911, *dated Bangalore, the* 19*th November* 1910.

From—The Census Superintendent in Mysore.

To—The Deputy Commissioners of Districts.

SIR,

I have the honor to state that arrangements have been made for the despatch of the Enumeration Books to the several districts on receipt of the indents called for in this office letter No. 965-75, dated the 11th October 1910.

2. The Enumeration Books will be despatched from the Press direct to the Amildars and Deputy Amildars and I request that you will be so good as to issue strict instructions to all of them on the following points:—

(*a*) Immediately on receipt of the consignment of Enumeration Books, the Amildar should have it carefully opened in his presence and have the contents counted and thus satisfy himself of the accuracy of the supply. He should then sign the Press receipt to that effect and return it at once to the Press. Failure to observe this precaution might lead to mistakes in supply remaining undetected until the last moment when it might become too late to rectify the same. The receipt of the books should also be reported by the Amildar to the Deputy Commissioner who will forward the report to this office for note and return.

(*b*) All the Enumeration Books and Schedule Forms should be carefully kept from white ants and damp. If forms are allowed to get damp the entries made in ink on one side will run and show through on the other, making writing on either side difficult to read.

(*c*) After the forms are received and examined, the book for each block should be fixed, and on the first page of the cover of each book, the numbers of the charge, circle and block to which it belongs should be entered. The Block List duly filled up should then be attached to the corresponding book by being pasted securely between the cover and the first schedule sheet. The books for each Circle should then be tied up together, and on the top of the bundle a label should be placed showing the number of the Charge and Circle and the name and occupation of the Supervisor. The bundles thus made up should then be made over to the respective Supervisors together with a small reserve of loose schedule forms. A receipt for the bundle and schedule forms should be taken from each Supervisor and filed in the Taluk Records. The Supervisor should then distribute the books to the Enumerators of the respective Blocks and take the Enumerator's receipt in writing in a note book which will be finally sent to the Taluk Office for record.

(*d*) It is not advisable to distribute the Enumeration Books long before the Preliminary Enumeration begins as they may be lost or spoiled; but care should be taken that the books are placed in the hands of the Enumerators at least a fortnight before the date fixed for the Preliminary Enumeration.

(*e*) As the Preliminary Enumeration will largely be made on rough sheets and transcribed on printed schedules after check by the Supervisor as laid down in para 3, Section VI (2) of the Census Procedure Code, it will be possible to enlarge the book, if necessary, before the fair copy is commenced, by the addition of schedule sheets from his stock of spare forms. But, if the sizes of books for the several Blocks be judiciously fixed such contingencies will rarely arise. Before beginning the transcription the Supervisor should see that there are in each book enough schedule sheets for entering the record of the Preliminary Enumeration of the Block and a sufficient margin for additions expected at the Final Census.

(*f*) It is not advisable to distribute away the entire stock of the spare schedules all at once among the Supervisors. A sufficient stock should be kept in reserve with the Charge Superintendent to meet urgent demands at the last moment. If, at the Final Enumeration, an Enumerator finds himself a sheet or two short, he should apply to his Supervisor who will furnish the same from the spare forms with him; but if the forms have been exhausted, the Supervisor will then see if some other Enumerator in the circle has a sheet or two to spare in his book; and if so, he should unstitch the two books, adjust the number of sheets in each to the needs of the case and restitch them. Similar adjustments may also be made between Circle and Circle.

I have the honor to be,
Sir,
Your most obedient servant,

V. R. THYAGARAJA AIYAR,
Census Superintendent.